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Supply



HAZARDOUS MATERIEL PHARMACY

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 913 LSS/LGSD (William Bennett Jr.)

Certified by: 913 LSS/LGS (Joseph L. Baker)

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This instruction implements AFRPD 23-2. It establishes procedures and guidelines for the proper receipt, issue, storage, preservation, and pick-up and delivery of hazardous materiel.

1. Responsibility. This instruction applies to all organizations of the 913th Airlift Wing, and all units/organizations depending on the Base Hazardous Materiel Pharmacy for supply support. The Chief, Materiel Storage and Distribution Flight, including Pharmacy personnel, will ensure that the guidelines in this regulation are adhered to when processing hazardous materiel requirements.

2. General. All hazardous materiel received on the installation will be processed through the Base Supply Receiving Element and delivered to the hazardous materiel pharmacy, building 214. Pharmacy personnel will separate, control, store, and handle hazardous materiel in accordance with instructions outlined in AFR 69-9.

3. Procedures:

3.1. To order hazardous materiel from the pharmacy, the requesting organizations must first call in their requirement to the pharmacy control desk, extension 1045. You will be required to provide the National Stock Number and a short nomenclature of the item desired. The pharmacy clerk will check the free-issue point to determine if the item is available in free-issue stock. If the item is available in free-issue stock, it will be issued free of charge to the requesting organization. If the requested materiel is not available in the free-issue stock, the pharmacy clerk will initiate an issue/turn-in request, AF Form 2005, and pass the request to the Demand Processing Element for Supply action. For items assigned issue exception (IEX) code 9, the pharmacy control clerk must ensure that the requesting organizations have received Bioenvironmental Engineering (BEE) approval prior to release of the hazardous materiel requested. If BEE approval cannot be determined, advise the requesting organization that BEE approval must be obtained prior to release of the requested materiel, and that the pharmacy clerk will call him/her back upon receipt of approval action. IEX 9 requirements generated in

the 111th FW must be approved by the 111 FW/BEE. The 913th and 111th BEE Offices will maintain their own respective IEX 9 pre-approval listings. The 913th BEE will assign all IEX codes.

3.2. Pick-up and delivery time frames for pharmacy materiel will be consistent with the existing pick-up and delivery schedule.

3.3. The pharmacy clerk will maintain an active listing of hazardous materiel by levels authorized in each organization, to include the item nomenclature, NSN, and the weekly consumption rate. This document will be authenticated by the shop supervisor and BEE representative. Once approved, the organization will be allowed to maintain only the items authorized on the list. The original copy will be filed by the pharmacy control clerk, and a copy will be provided to the shop supervisor, the Navy fire department, and the Environmental Coordinator's Office (913 SPTG /CEV or 111 FW/CEV), and the BEE Office of the 913 SPTG/SGPB, or 111 FW/SGPB. Daily issues and turn-ins of hazardous materiel will be tracked by the pharmacy clerk via the Integrated Materiel Management System (IMMS). This will facilitate timely return of unused and empty containers to the pharmacy. The unused or empty container of one-time issues, over and above shop authorized levels, will be returned to the pharmacy within five (5) working days after delivery of the materiel to the requesting activity.

3.4. Chief, Materiel Storage and Distribution will ensure that Materiel Safety Data Sheets (MSDS) are prepared and displayed for all warehouse hazardous materiel stocks. The pharmacy clerk will send a copy of the MSDS for all new items to the respective BEE, and will provide the user with the appropriate MSDS for each hazardous materiel issued.

4. Customer Turn-Ins. All customer turn-ins will be placed in free-issue stock. Customers desiring to turn-in hazardous materiel to the pharmacy will contact the pharmacy control clerk and schedule the turn-in. No documentation is required. The pharmacy control clerk will pick-up the materiel and process it to free-issue stock, including updating the pharmacy system database.

RICHARD R. MOSS, Colonel, USAFR
Commander